

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**FORENSIC SCIENTIST SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a forensic scientist program or specialty area, or as an administrative assistant to a manager, administrator, or executive. The positions are designated as specialists by the Appointing Authority, and accepted by Civil Service, require advanced knowledge in the field of work and: (1) are responsible for highly complex assignments; (2) the scope of responsibility is significant; and (3) the job function has considerable impact within the department. Positions in this job do not supervise.

There is one classification in this job.

**Position Code Title - Forensic Scientist Specialist**

**Forensic Scientist Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist a manager, division director, bureau director, or deputy department director in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning,

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policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Specialist

Recommends and formulates procedures, policies and guidelines for an assigned forensic science program.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Maintains liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Searches for, collects, photographs, and preserves evidence.

Serves as a technical consultant and liaison with industry and governmental agencies.

Directs the testing and analysis of a variety of samples, specimens, products, or materials by following standardized chemical/biochemical procedures.

Directs the production of biochemical, chemical, and immunological products.

Plans and coordinates research projects to develop new analytical or production methods.

Coordinates and reviews qualitative and quantitative examinations of human tissues, blood samples, other specimens, arson evidence, etc.

Coordinates the chemical/biochemical analysis for composition or the presence of specific substances.

Evaluates results of proficiency tests for a discipline and provides follow up training as needed.

Plans, organizes, and leads meetings for forensic scientist managers working in a particular discipline.

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Coordinates the performance of chemical and physical tests on a variety of materials to ensure conformance to standards and specifications.

Performs chemical and physical tests on materials to determine that standards are maintained.

Participates in developing new analytical chemical methods.

Participates in developing new methods for making biochemical analyses.

Devises and adapts technical procedures and modifies equipment as needed.

Keeps informed of new analytical methods.

Participates in field investigations and makes on-the-scene examinations.

Testifies in court as an expert witness on evidence or crime laboratory techniques.

May perform related essential functions appropriate to the class and other nonessential functions as required.

#### **Administrative Assistant**

Advises and assists the manager, administrator, or executive in all areas of the official's responsibility.

Carries out special projects as assigned by the manager, administrator, or executive.

Assists in program planning, policy, and procedural development.

Participates in budget development for the division.

Represents the manager, administrator, or executive at meetings.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

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### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of departmental rules, regulations and policies related to the work.

Knowledge of the analysis of blood and other biologic products.

Knowledge of the physical, chemical and biological testing of materials.

Knowledge of biochemical, chemical and physical laboratory tests used in crime detection.

Knowledge of appropriate health, safety, and environmental regulations to provide for safe laboratory practices.

Knowledge of the methods used in the production and testing of biologic products involving the application of biochemical, microbiological and immunological principles and practices.

Knowledge of techniques used in crime scene investigations.

Knowledge of computer application programs for laboratory activities and data management.

Knowledge of photographic techniques and films.

Ability to conduct methodological research from the assignment of a project through the various steps, including reporting of results.

Ability to provide effective courtroom testimony.

### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

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Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

### **Working Conditions**

Typical assignments are carried out at a crime scene and in a laboratory environment with some exposure to noxious fumes and unpleasant noises.

Work involves some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to death, diseases, and illnesses.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require an employee to work in proximity to caustic chemicals in darkened and confined area.

### **Physical Requirements**

Periods of prolonged standing are normal.

### **Education**

Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied field.

### **Experience**

#### **Forensic Scientist 13**

Two years of professional experience as a forensic scientist working in a crime laboratory carrying out a variety of tests, analyses or production and research activities

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involving chemical, biochemical and biological samples, specimens and products equivalent in responsibility to a Forensic Scientist P11.

OR

One year of professional experience as a forensic scientist working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical and biological samples, specimens and products equivalent in responsibility to a senior-level Forensic Scientist 12.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

LABSCISPL

**Job Code Description**

Forensic Scientist Specialist

**Position Title**

Forensic Scientist Specialist-2

**Position Code**

FORSISPL

**Pay Schedule**

H21-033

ECP Group Two  
8/20/00]  
EBG/VLWT/asw